

**MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY**

Tuesday, April 17, 2018
James Julian Boardroom
Delaware Memorial Bridge Plaza
New Castle, Delaware 19720

The meeting convened at 10:30 a.m. with Chairperson Hogan presiding.

Chairperson Hogan called upon Commissioner Ransome to give the opening prayer.

The opening prayer was given by Commissioner Ransome, followed by the Pledge of Allegiance led by the Executive Director.

Chairperson Hogan called on the Authority Assistant Secretary to read the meeting notice. The Assistant Secretary announced that a notice of the meeting had been distributed to the offices of the Governor of New Jersey and the Governor of Delaware, to appropriate staff members and consultants, to the press in both States and to any other individuals who had indicated an interest in receiving a copy of the meeting notice.

Chairperson Hogan called on the Assistant Secretary to take the roll.

Commissioners from Delaware

William E. Lowe, Vice-Chairperson
Crystal L. Carey – teleconference
Henry J. Decker
James L. Ford III - absent
Samuel E. Lathem - absent
Michael Ratchford – teleconference

Commissioners from New Jersey

James N. Hogan, Chairperson
James Bennett
Sheila McCann
Shirley R. Wilson
Ceil Smith
M. Earl Ransome, Jr.

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Chairperson Hogan called for the acceptance of the Agenda.

Commissioner Lowe made a motion to amend the Agenda to consider action items before other business and accept the revised Agenda. Commissioner Decker seconded the motion, and the motion to accept the Agenda as amended carried by a voice vote of 10-0.

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11369. APPROVAL OF THE MARCH 20, 2018 MINUTES

Commissioner Lowe made a motion to approve the March 20, 2018 meeting minutes, seconded by Commissioner Ransome and unanimously approved by a voice vote of 10-0.

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11370. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Hogan noted that there is (1) Contract Award, and (4) Resolutions for consideration.

All action items have been reviewed and recommended for consideration during today’s Committee meetings. He then called for public comment.

There were no public comments.

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11371. AWARD OF CONTRACT #DMB 17-01 PIN & LINK REHABILITATION – PIN & LINK UPGRADES AND MISCELLANEOUS STEEL REPAIRS, FIRST AND SECOND STRUCTERS

The Chief Operations Officer (COO) noted that a public bid was held on March 16, 2018 and (2) bids were received. The COO and the Projects Committee recommended awarding the contract to the lowest responsible bidder, American Bridge, 1000 American Bridge Way, Coraopolis, PA 15108, in the amount of \$19,300,000.00.

A motion to award CONTRACT #DMB 17-01 to the aforementioned firm was made by Commissioner Ransome, seconded by Commissioner Smith, approved by a vote of 10-0.

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11372. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

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RESOLUTION 18-13 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2018 THROUGH DECEMBER 31, 2018

WHEREAS, The Delaware River and Bay Authority (the “Authority”) adopted Resolution 01-84 requiring Commissioner review and approval of all Authority expenditures in excess of \$25,000; and

WHEREAS, the Authority anticipates expenditures at or over the \$25,000 amount to the following vendors:

**DELAWARE RIVER & BAY AUTHORITY
PROJECTED VENDORS TO BE PAID OVER \$25,000
OPERATION EXPENDITURES
FOR THE PERIOD 1/1/18 THROUGH 12/31/18**

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Bayshore Ford Truck Sales	Replacement Dump Truck	State Contract	\$96,000
Bearing Distributors Inc. (BDI)	Capstan Repair at Lewes Terminal	Quotes	\$36,000
Dorchester Shipyard	M/V Cape Henlopen Painting	Quotes	\$48,000
Emergency Accessories & Installation, Inc. (EAI)	Emergency Lights and Equipment for Police Vehicles	State Contract	\$45,000
Engineered Arresting Systems Corporation d/b/a Zodiac Arresting Systems Corporation	Materials for Repairs of the Aircraft Emergency Arrestor System at ILG	Proprietary	\$72,000
International of Delmarva c/o Baylor, Inc.	Replacement Dump Truck	State Contract	\$187,000
Michael Page International Inc.	Temporary Administrative Staffing for DMB Police	Professional Services	\$50,000

NOW, THEREFORE, BE IT RESOLVED, that the Authority authorizes expenditures to the above-listed vendors for the described purposes and authorizes payment.

A motion to approve Resolution 18-13 was made by Commissioner Smith, seconded by Commissioner Decker, and approved by a roll call vote of 10-0.

Resolution 18-13 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2018 through December 31, 2018.

Committee: Budget & Finance

Committee and Board Date: April 17, 2018

Purpose of Resolution:

Authorizes expenditures of \$25,000 or greater with the identified vendors during the 2018 calendar year.

Background for Resolution:

The proposed Resolution meets the requirements of Resolution 01-84, whereby the Authority shall not enter into any contract committing the Authority to spend or make any other expenditures relating to services, material and supplies in the amount of \$25,000 or more unless it has first been approved by a vote of Commissioners.

Background for the specific purchases:

Bayshore Ford Truck Sales: Replacement Dump Truck

The Authority is replacing a small dump truck that has exceeded its useful life and meets the Authority's equipment replacement criteria. The purchase of an F-550 small dump truck will be made via an authorized equipment dealer (Bayshore Ford) at the competitively-bid state contract price (#GSS17560 – Trucks – Vans; Specification O – Chassis Cab 19,500 lb. GVW). The replaced vehicle will be sold at public auction.

Bearing Distributors Inc. (BDI): Capstan Repair at Lewes Terminal

The Authority will be hiring a contractor to repair two capstans that are 15 years old and nearing the end of their useful life. The capstans are critical pieces of equipment used to secure the bow of the vessel during docking. Slip 2 capstan has a seal failure causing oil to weep and water to infiltrate and the motors are obsolete. Full replacement was investigated, however, the duty cycle and build is not as robust on any new offerings without a significantly greater cost. This project will yield one entirely remanufactured capstan/motor assembly and a new motor assembly for the second capstan. BDI will also record dimensions of the gearboxes to enable the Authority to have a spare manufactured at a later date. Quotes for the work were solicited from three Contractors. BDI submitted the lowest cost to complete the work in accordance with the Authority's specifications.

Dorchester Shipyard: M/V Cape Henlopen Painting

The Authority will be hiring a shipyard to supply four to six individuals to prepare and paint M/V Cape Henlopen at its berth in Cape May. The Authority will supply all tools and materials. Quotes for the work were solicited from three shipyards. Dorchester Shipyard submitted the lowest hourly cost to complete the work in accordance with the Authority's specifications.

Emergency Accessories & Installation, Inc. (EAI): Emergency Lights and Equipment for Police Vehicles

As new Police vehicles are acquired, the Authority purchases equipment for up-fitting each vehicle (e.g., light bars, controllers, power switches, brackets, barriers, K9 equipment,

etc.). Equipment prices are pursuant to EAI's state contract (GSS17626 - Emergency Vehicle Warning Systems and Equipment).

Engineered Arresting Systems Corporation d/b/a Zodiac Arresting Systems Corporation: Materials for Repairs of Aircraft Emergency Arrestor System at ILG

The Authority will be purchasing various materials to be used for repairs to the Emergency Arrestor System at New Castle Airport. The system is proprietary, thus the OEM is the only source of the components needed for the repair. There are no alternative vendors that can be used which will also meet FAA requirements for the aircraft arrestor system. The Authority will be responsible for providing contractor labor for the repairs.

International of Delmarva c/o Baylor, Inc.: Replacement Dump Truck

The Authority is replacing a large six-wheel dump truck that has exceeded its useful life and meets the Authority's equipment replacement criteria. The purchase of an 7400 SFA 4x2 large dump truck will be made via an authorized equipment dealer (Baylor, Inc.) at the competitively-bid state contract price (#GSS16617-HEAVY_TRUCK). The replaced vehicle will be sold at public auction.

Michael Page International Inc.: Temporary Administrative Staffing for DMB Police

The Authority will be hiring a professional staffing firm to provide temporary administrative staffing for DMB Police. Candidates from several staffing agencies were interviewed, and a candidate from Michael Page was selected. The Authority selectively uses temporary staffing to bridge the gap when critical positions are left vacant.

Classification Definitions:

Professional Service. A purchase of services valued less than \$50,000 that are provided by a professional acting in a capacity that requires specialized education, knowledge, judgment, and skill, and is predominantly mental or intellectual (as opposed to physical or manual) in nature, also including any clerical or administrative support that is required for the proper delivery of the professional service. Professional services may also be classified as those types of services that are original and creative in character and in a recognized field of artistic endeavor.

Proprietary. A purchase necessary to support or maintain existing Authority equipment for which a vendor has the right to prohibit an equivalent product from being supplied. Similar products or services may be available, however the Authority must purchase from the original equipment manufacturer or service provider to uphold a contract, warranty, etc. A proprietary specification typically restricts the acceptable product or service to one manufacturer or vendor; although the product or service may be available from more than one distributor.

Quotes. A purchase of equipment, supplies or non-professional services or a contract for construction or construction management that is anticipated to cost between \$25,000 and \$49,999 during a calendar year and for which the Authority has solicited written quotes. *"Contracts for materiel and supplies and non-*

professional services, awarded to any [vendor for an amount of] more than \$25,000 but less than \$50,000 in the aggregate require the solicitation of three written quotes or all available sources, whichever is less... Construction management contracts or construction contracts...which are less than \$50,000 do not require formal solicitation of competitive prices and, if more than \$25,000 but less than \$50,000 require the solicitation of three written quotes or all available sources, whichever is less...” (DRBA Resolution 98-31 Part 4).

State Contract. A purchase of equipment, supplies or non-professional services which, under normal circumstances, would require competitive bidding, however the vendor has agreed to provide the goods or services to the Authority at fees less than or equal to that vendor’s respective contract as awarded by the State of Delaware or New Jersey. *“Any contract for the purchase of materiel and supplies and non-professional services....which contract individually exceeds \$50,000, or in the combination with other contracts, exceeds \$50,000 in any one calendar year shall be pursuant to a contract entered into by the Authority after competitive bidding. This provision shall not apply to purchases by the Authority from suppliers in cases where the Authority is purchasing at prices pursuant to contracts awarded by the States of Delaware or New Jersey for state agencies.”* (DRBA Resolution 11-36 Part 2.a.).

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RESOLUTION 18-14 – LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND ENERGI AT THE SALEM BUSINESS CENTRE

WHEREAS, the Delaware River and Bay Authority (the “Authority”), is the owner-operator an 80,000 square foot building in the Salem Business Centre (“SBC”), Carneys Point, New Jersey; and

WHEREAS, Energi currently leases from the Authority 3,916 square feet of space in a building located at 1 Collins Drive, commonly referred to as the Salem Business Centre; and

WHEREAS, Energi is nearing the end of their initial lease term and has an existing five (5) year renewal term; and

WHEREAS, Energi desires to continue to lease space in the building; and

WHEREAS, Energi would like to restructure the existing Renewal term to a three (3) year term with two (2) one (1) year renewal options; and

WHEREAS, rent shall be Nineteen dollars (\$19.00) per square foot during the first year of the renewal; and

WHEREAS, rent shall increase each year during all renewal terms by 2%; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Amendment with Energi and, with the advice and

consent of counsel, to have such Agreement executed by the Chairperson, Vice Chairperson, and the Executive Director.

A motion to approve Resolution 18-14 was made by Commissioner Wilson, seconded by Commissioner Decker, and approved by a roll call vote of 10-0.

Resolution 18-14 Executive Summary Sheet

Resolution: Authorizing the Executive Director to execute a Lease Amendment with Energi

Committee: Economic Development

Committee Date: April 17, 2018

Board Date: April 17, 2018

Purpose and Background for Resolution:

Energi would like to continue to lease space at the Salem Business Centre under a restructured renewal term. They have an existing 5 year term and are requesting a 3 year term with 2, one year terms. The rent is in line with other similar tenants in the building. Energi provides insurance products to the energy industry.

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RESOLUTION 18-15 - AUTHORIZES A LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND PAINTED PEOPLE LLC d/b/a PAINTED PEOPLE MEAD AT THE MILLVILLE AIRPORT

WHEREAS, the Delaware River and Bay Authority (the "Authority"), is the operator of the Millville Airport (the "Airport"), Millville, New Jersey; and

WHEREAS, Painted People, LLC ("Painted People") desires to lease approximately 2,000 square feet of space located in Building # 313 at the Millville Airport; and

WHEREAS, Painted People has agreed to pay the Authority annual rent in the amount of Eleven Thousand dollars 00/100(\$11,000.00); and

WHEREAS, the initial term of the Lease ("Lease Agreement") shall be for Three (3) years; and

WHEREAS, rent shall be adjusted annually by the Consumer Price Index (CPI); and

WHEREAS, Painted People shall have the right to renew the lease for One (1) additional Two (2) year period; and

WHEREAS, rent shall be adjusted at the beginning of the renewal term to the current Fair Market Value (FMV); and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Painted People, LLC and, with the advice and consent of counsel, to have such agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 17-51 is hereby rescinded.

A motion to approve Resolution 18-15 was made by Commissioner Bennett, seconded by Commissioner Wilson, and approved by a roll call vote of 10-0.

Resolution 18-15 Executive Summary Sheet

Resolution: Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and Painted People, LLC d/b/a Painted People Mead, regarding the Millville Airport

Committee: Economic Development

Committee Date: April 17, 2018

Board Date: April 17, 2018

Purpose of Resolution: To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease agreement for space at the Millville Airport.

Background for Resolution: The Delaware River and Bay Authority owns a facility located at 313 Beacon Street on the Millville Airport. The space was previously leased to Dallas Airmotive and used as a training room. The building has been vacant since Dallas left the airport. Tenant will be opening and operating a Cider and Mead distillery. The lease rate is based upon Fair Market Value for the space.

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RESOLUTION 18-16 - LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND MED-TRANS CORP.

WHEREAS, The Delaware River and Bay Authority (the “Authority”), is the operator of the Millville Airport (“Airport”); and

WHEREAS, Med-Trans Corp. (“Med-Trans”) currently leases approximately 3,600 square feet of hangar space and the first floor office space in a facility commonly referred to as Hangar 90 at the Millville Airport; and

WHEREAS, Med-Trans would like to lease the second floor office space totaling approximately 1,500 square feet which is all of the remaining available space in the facility; and

WHEREAS, Med-Trans has agreed to pay the Authority annual rental in the amount of approximately Twenty-Six Thousand One Hundred and Sixty Dollars 00/100 (\$26,160.00) for the entire facility; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Med-Trans Corp. and, with the advice and consent of counsel, to have such Agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

A motion to approve Resolution 18-16 was made by Commissioner Decker, seconded by Commissioner Bennett, and approved by a roll call vote of 10-0.

Resolution 18-16 Executive Summary Sheet

Resolution:	Authorizing the Execution of a Lease Amendment between the Delaware River and Bay Authority and Med-Trans Corp., regarding Millville Airport
Committee:	Economic Development
Committee Date:	April 17, 2018
Board Date:	April 17, 2018
Purpose of Resolution:	To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a Lease Amendment for space at the Millville Airport.

Background for Resolution:

The Delaware River and Bay Authority owns a hangar located at 90 Easterwood Rd, Millville Airport. Med-Trans currently leases the hangar space and first floor office area for storage and maintenance of two medical transport helicopters. The helicopters currently serve medical facilities in Vineland and the Cape region and are stored outside without shelter. They would like to add the remaining space in the facility on the second floor to their leasehold. The rental rate is in line with the current hangar rates at Millville Airport.

11373. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Chief Financial Officer (CFO) presented a chart showing Actual versus Projected Revenues for the Delaware Memorial Bridge, the Cape May-Lewes Ferry, Airports, Delaware City-Salem Ferry Crossing, and Food Services for the month of March 2018.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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11374. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented a chart showing statements of income and expenses for the month of March with comparisons to the same period last year.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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11375. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented a chart for March showing expenses by division for the quarter to date vs. the projected quarter and for year to date vs. total budget.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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11376. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented a chart for the month of March showing the capital budget for crossing and economic development projects and dollars committed to date for the projects. The chart also included cash expenditures spent to date for the committed projects.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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11377. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) AS OF MARCH 31, 2018.

The CFO presented charts indicating the cash fund balances for the entire Authority.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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11378. EXECUTIVE DIRECTOR’S COMMENTS

Executive Director Cook reported on activities in and around the Authority:

The Zhen Hua 16, carrying two large cargo cranes, successfully navigated underneath the bridge.

Students from McCullough Middle School STEM class toured the bridge.

The Gold Start Families held a ground breaking for a new monument to be erected in Veterans’ Memorial Park. Installation will begin after Memorial Day, with completion in September.

The recent runway improvements at Delaware Airpark are already leading to an increase in larger plane traffic. Recently, a King Air, the size and type of plane for which the runway was redesigned for, chose Delaware Airpark over other locations due to these improvements. .

Executive Director Cook noted that the MV Twin Capes is almost ready to be sunk to create an artificial reef. He will provide further information when the date and time for the sinking are finalized.

Upcoming Events:

- 4/27 – Forts Ferry Crossing Opening Day Event in Delaware City.
- 5/6 – U.S. Coast Guard Community Breakfast at Cape May Terminal
- 5/12 – Maritime Day Festival Lewes Terminal (9 am – 3pm).

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11379. COMMISSIONERS PUBLIC FORUM

Chairperson Hogan opened the public forum.

Chairperson Hogan called for any comments from the public.

Chairperson Hogan called for any comments from Commissioners.

Commissioner Decker asked Vice-Chairperson Lowe if he spoke to the river pilot regarding the Zhen Hua 16 vessel. Vice-Chairperson Lowe stated the river pilot commended the ship's Captain for his dedication, noting that the Captain never left bridge during the 16 hour final leg of the trip.

Commissioner Decker asked COO Meconi to provide an estimate of bridge re-decking costs at the May meeting. .

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There being no further business, Chairperson Hogan adjourned the meeting at 10:55 a.m.

Respectfully Submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

Stephen D. Williams
Assistant Secretary